

LEAP PARENT MANUAL

Drop-off/Pick-up:

Drop-off/pick-up – Frances Anderson Center LEAP program

To minimize contact during drop-off and pick-up, parents will remain outside of the building for sign-in and sign-out of their child. Each classroom will have their own drop off location depending on which classroom they are in. Drop off between 7:00-8:15am and Pick-up from 4:45-6:00pm will be in the gym. Directional signs will lead people to their locations.

Parent/guardians will sign the roster at drop-off and pick-up, the roster will have a set of health questions parent/guardians must review prior to dropping off a child. The City will provide sanitized pens and a cup to collect dirty pens for both drop-off and pick-up.

Leaders will meet their campers at the drop-off point, conduct the sign-in process and will then escort the campers into the classrooms taking special care to keep pods separate in the hallways and to stop at the sanitizing station to clean all hands. At the end of the day the leaders will walk the campers back to the pick-up/drop-off location, sanitize hands on the way out and line them up until parents arrive and sign them out. During inclement weather drop-off and pick-up will take place inside the gym. At the end of each day the camp leaders will drop off the rosters, pens, and sanitizer at the front desk. Rosters will be saved in case contact tracing is needed.

Each camper will receive a color coded name tag indicating which class room they belong to. Name tags will also have noted if the child is in A.M and/or P.M care as well as any other additional information that may be needed.

What to bring:

- **Completed medical form**
- Medication if required.
- Mask(s).
- Water bottle (enough that refills will not be needed).
- Lunch & Snack.
- Jacket if needed for when outside.
- School computer and supplies (headphones, pencils, paper, books, etc)
- A bag for ALL belongings.

Face coverings

- Leaders are required to wear face coverings at all times.
- Campers are required to wear face coverings at all times when inside, and outside when 6ft distance cannot be maintained.

Distancing & Ratios

- Campers will social distance.
- Each campers will have their own table or a shared table with a minimum of 6ft distance between campers.
- There will be a 10-1 ratio.

Cleaning

- Classrooms will be sanitized regularly
- Desks will be sanitized before and after eating and at the end of each day.
- High touch areas such as door knobs and facets will be sanitized regularly throughout the day.
- Campers will wash or sanitize hands upon entering and exiting rooms as well as before and after eating.

Learning support

- Leaders will be available to assist campers with their schoolwork however, they are not certified teachers and we cannot guarantee they will be able to support all areas of study

General

- Campers will keep their water bottle and belongings with them at their desk/area.
- Gym may be used when available, stations will be set up so campers have a minimum of 6ft between one another.
- Outdoor field may be used when available.
- We will play contactless games such as Simon says, red light green light, line math, do as I say not as I do, etc.
- Restroom breaks, Only 2 campers allowed in the bathroom at a time.
- Leaders will have an assistant in each room.
- The Frances Anderson center is nut free. Please send your child with a lunch and snack that does not contain nuts.
- No spectators or lingering in the hallways will be permitted. Parents and others will be asked to wait outside the building and only enter when necessary to assist with check-in or departure of a scheduled program.
- All campers will have their own craft supplies when crafts are to be done.

Schedule

Typical Day / Week

Based on the Edmonds School District schedule for Elementary School Learning campers could have live virtual classes in the time marked “virtual” learning. If they do not have class they will likely have school work to complete independently.

Times marked “independent learning / activity time” are when leaders will have some planned independent activities prepared for campers who have completed their learning requirements. These times should be broken up with fun activities and physical movement.

Wednesday mornings are reserved for independent learning as required however there will be no live virtual classes on Wednesdays. Leaders will prepare fun activities throughout the day.

Schedule is subject to change.

Monday, Tuesday, Thursday, Friday

8:30 a.m. – Parent Drop-off

9:00 a.m. – 11:00 a.m. – Virtual or Independent Learning Time (Campers schedules will vary)

11:00 a.m. – 11:30 a.m. Independent Learning / Activity Time

11:30 a.m. – 1:00 p.m. Break Time (outside, lunch, play)

1:00 p.m. 2:45 p.m. - Virtual or Independent Learning Time (Campers schedules will vary)

2:45 p.m. – 4:30 p.m. Independent Learning / Activity Time

4:30 p.m. – Parent Pickup

Wednesday

8:30 a.m. – Parent Drop-off

9:00 a.m. – 11:30 a.m. – Independent Learning / Activity Time

11:30 a.m. – 1:00 p.m. Break Time (outside, lunch, play)

1:00 p.m. – 4:30 p.m. - Independent Learning / Activity Time

4:30 p.m. – Parent Pickup

FAQs

Q: What does LEAP stand for?

A: Learning Enhancement & Activities Program

Q: Why are Kindergarten and 1st grade not offered?

A: Our goal is to support campers with their learning however staff members are not certified teachers. A great deal of learning will need to take place independently and therefore we are limiting to the program to the age levels in which most campers will be able to read and/or be somewhat independent with minimal staff direction.

Q: Can you offer the program at additional sites?

A: At this time the only city-owned location suitable for the operation of this program is the Frances Anderson Center due to the number of small classrooms available. We will continue to evaluate additional sites and potential locations should they become available.

Q: Why is it so expensive?

A: Safety is our first priority and we are striving to keep a 1:10 student ratio and to ensure 6' of social distance is available at all times while also ensuring there are always 2 leaders in each room. This means that in many instances there will be 8 campers and 2 leaders in a classroom. Further, we seek to employ individuals with early childhood learning experience. Safety and quality play a key role in the price of the program. Further, we aim to provide need based full scholarships for 20% of the participants which also impacts the program fee. This program is cost-neutral and designed that all direct costs are covered by registration fees so it is not subsidized.

Q: How do I get a scholarship?

A: Once registration opens (TBD) we will be providing pre-approved fee-waivers for individuals who live in the City of Edmonds and qualify for Free or Reduced lunches. To register and obtain a fee-waiver you will need to call the Parks and Recreation Department and register over the phone (425-771-0230). You will need to provide a copy of this year's (2020) free/reduced lunch letter from the school district. This letter can be found on your child's school Skyward account or by contacting your school front office. Fee-waivers will be issued on a first come, first-serve basis.

Q: When will registration open?

A: Once (if) City Council approves the job descriptions on September 1, 2020 we will begin recruitment of the staff positions. Our goal is to open registration on September (TBA) with the program kicking off on October 12, 2020.

Q: If this can be offered why can't the kids be in school?

A: This program is not a replacement for school, it is intended to support the Edmonds School District by ensuring children are not left unsupervised at home during instructional hours. Essential workers who are not able to work remotely and assist with learning need a place to take their children and that is our goal. There are multiple providers in the area offering a similar service, many are slightly more inexpensive. This program is focused on safety and small learning pods with no more than 100 campers per day which is much smaller than a typical school environment. Rooms are set up so each camper has a table and chair to themselves with a radius of 6' distancing resulting in far fewer kids in each room than school environment typically allows.

Q: Do you have discounts for families with more than one kid in the program?

A: At this time the only discount we have are need-based tuition waivers

Q: Do you offer military discounts?

A: At this time the only discount we have are need-based tuition waivers

Q: Do I have to sign up for all 5 days, what if I only need 2 or 3 days of help?

A: At this time, we are not able to separate the days of the week for registration. You will only need to sign up for one week at a time but can sign up for multiple weeks depending on your situation.

Q: Will my kids stay in their pods the entire day?

A: Pods will run from 8:30 a.m. – 4:30 p.m. during that time you can expect your child to stay in their pod. We will offer before and after care which will extend the hours to be 7:00 a.m. to 6:00 p.m. in those extended times campers will be in the Gym or Outside on the field and will be kept separate to the best of our ability.

Q: If I sign up for one week is my spot reserved for the rest of the session?

A: No, you must register for each week. No spots will be held. You can pre-register for multiple weeks at a time by calling the office and setting up an auto-payment plan. Spaces are first come-first served.

Q: What will you do if you have a COVID outbreak?

A: We will follow the guidance of the Snohomish County Health Department. Due to the Pod style learning environment it is our goal to have any outbreaks isolated to the individual Pod group and not the entire program.

Q: Will campers be required to wear masks?

A: Yes, at this time this is both the State of Washington and City of Edmonds requirement. All staff and campers will be required to wear a mask while indoors and while outside when 6' of social distancing cannot be maintained.

Q: Will the campers be taking outside for "mask breaks"?

A: We will utilize the outdoor space as much as reasonably possible. Weather will play a role as will learning times, WIFI is not available on the field at the Anderson Center so most online learning will take place in the program room.

Q: Does this mean the Frances Anderson Center is now open? Will you be offering classes now?

A: No, the Frances Anderson Center remains closed to the public. This program is considered an essential service and is therefore allowable under the current State of Washington's Reopening Phase Plan which states public buildings are not to open to the public until Phase 3. Main Street Kids Day Care and Edmonds Montessori Pre-School are open and will continue to run at the same time as the LEAP program however they are isolated from each other by utilizing separate spaces in the building.

Q: How do I apply to work for the LEAP program?

A: Once (if) the City Council approves the positions on September 1, 2020 they will be posted on the city's employment website. <https://www.governmentjobs.com/careers/edmondswa>

Q: Will you be providing computers for campers?

A: No, campers will need to bring their own computer, headphones, and any other supplies needed to complete their schoolwork. We encourage all campers to bring their School District issued Chromebook if possible as those are the computers our staff will be trained on. You can obtain a Chromebook for your camper from your home school.

Q: Will my camper receive help with their schoolwork?

A: Yes, recreation staff will do their best to help campers with their schoolwork however, they are not certified teachers and we cannot guarantee they will be able to support all areas of study.

Q: When I pick up my camper can I assume they completed all of their required work for the day?

A: We will do our best to help them get as much done as we can. We cannot guarantee it will all be completed. All campers learn at a different pace but we will do our best to encourage them to complete their work.